

## **PETITION PROCEDURE FOR A ROAD NAME CHANGE AND NAMING UN-NAMED ROADS**

**Naming un-named roads or changing road names to meet recommended addressing standards does not constitute responsibility for road maintenance by local government nor guarantee delivery of emergency services.**

In Yellowstone County, the GIS Department is responsible for maintaining a digital inventory of physical addresses and road names, and has adopted addressing standards developed at the national and state level to improve the ability of emergency responders to locate citizens who call 9-1-1. Road naming standards may be reviewed at [www.co.yellowstone.mt.gov/mapping/addressing.asp](http://www.co.yellowstone.mt.gov/mapping/addressing.asp) or obtained from the GIS Dept. in Room 305 of the Yellowstone County Court House.

### ***Road naming conventions that can cause navigational problems and conflict with computerized systems:***

◆ unnamed roads ◆ branching, private access roads that serve multiple dwellings ◆ duplicate road names in different parts of the County, particularly when served by the same Post Office, Fire Department, law enforcement department, etc. (such as Beech Street in the Osborn townsite and Beech Street in Huntley) ◆ spelling differences (8<sup>th</sup> versus Eighth) ◆ lack of road signage ◆ roads with two names (Broadway Street, also known as N. 28<sup>th</sup> Street) ◆ sound-alike names (Beech and Peach, Faith and Faye) ◆ locations with multiple addresses (condo, townhome, apartment complexes; strip malls; trailer courts) ◆ place names instead of street name (Sewer Plant Road)

### ***In such instances, residents or the County may wish to initiate a Petition for a Road Name, as allowed under Section 7-14-2601 M.C.A., by utilizing the following process:***

- 1.) Read the attached Petition documents carefully. A Petition spokesperson should contact the Address Coordinator in the County GIS Department, 869-3553, or the Public Works Dept., 256-2735, with an exact description of the road segment and the nature of the problems resulting from the road name. The GIS Dept. will produce a list of all landowners whose property is adjacent to or exclusively accessed by the portion of the road in question. A map will also be provided that depicts the road and the property boundaries of such affected owners.
- 2.) Signatures from at least ten landowners in the County must accompany the Petition and represent consent of at least 60% of the landowners whose address will be changed as a result of the road naming or road name-changing. (To determine a 60% percentage, weigh one "vote" per tax parcel, regardless of the number of owners, the size of the parcel, or the number of dwellings on a parcel. Co-owners of a parcel must all sign to contribute to one vote in satisfying the 60% mandate.) It is recommended that more than the minimum number of signatures be included in case any of the signatures are voided as invalid.
- 3.) Assemble all documentation and submit the Petition to the Yellowstone County GIS Dept. (Room 305 of the County Court House at 217 N. 27<sup>th</sup> St.); or mail to Yellowstone County GIS Dept., P.O. Box 35043, Billings, MT 59107. The Petition will be internally reviewed by several departments prior to presenting to the Board of County Commissioners.
- 4.) The Petition is presented to the BOCC, and a date is set for a Public Hearing on the matter. Notice of the Public Hearing will be published in the local newspaper once a week for the two weeks prior to the date of the public meeting. Additionally, notices will be mailed to affected owners on the date of first publication of Notice of Hearing. Dissent opinions may be mailed to the GIS Dept., and/or presented in person at the public meeting. Affected owners will be notified of the results within seven working days of the final decision.

## PETITION FOR A ROAD NAME CHANGE/ NAMING AN UN-NAMED ROAD

**To: Yellowstone County Board of Commissioners**

The Landowners whose signatures accompany this Petition request that the road currently

known as \_\_\_\_\_

be henceforth named \_\_\_\_\_

(Alternate road names are listed on page 2, Sec B.) This petition is respectfully submitted this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Petition-Initiator (and/or) Contact Person:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Email address \_\_\_\_\_

I swear that all the above information is true and correct, and all the landowners' signatures are original.

\_\_\_\_\_  
*Contact Person Signature* Date \_\_\_\_\_

***Submit the following list of items to the GIS Department:***

- ☐ Sections A and B of the Petition
- ☐ A list of affected landowners whose property is adjacent to or exclusively accessed by the road being Petitioned. (This list will be provided by the Yellowstone County GIS Department.)
- ☐ Signatures of at least ten freeholders of property in Yellowstone County. It is recommended that signatures be collected from at least 60% of the landowners whose property(s) is adjacent to or exclusively accessed by the portion of the road being petitioned.
- ☐ A copy of a Plat, Certificate of Survey or other map showing the roadway and adjacent/accessed property boundaries. (May also be obtained from YC GIS Dept.)

**PETITION FOR A ROAD NAME CHANGE/ NAMING AN UN-NAMED ROAD**

**Section A**

*The reason for the Petition:*

- ☐ The existing road is unnamed and may provide exclusive access to three or more separate residences and/or businesses, or is ¼ mile or longer in length.
  
- ☐ The existing road name duplicates or is deceptively similar sounding to an existing road name and therefore deemed confusing for emergency responders.

*Name conflicts with* \_\_\_\_\_

*located at* \_\_\_\_\_

\_\_\_\_\_

*Other permissible reasons for requesting a road name change include that the existing name is deemed offensive to the general public, or to name a road to recognize and honor a particular person. Such instances of road name changes will be at the discretion of the Board of County Commissioners.*  
[describe below]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section B**

*Proposed Road Name:* \_\_\_\_\_

*Alternate Proposed Road Name:* \_\_\_\_\_

*Secondary Alternate:* \_\_\_\_\_

**LANDOWNER AND CO-OWNER SIGNATURES:** (It is important to sign the same as names are recorded on the owners list provided by the GIS Dept.)

Printed Name

*Signature*

Physical Address

[illegible]

**YELLOWSTONE COUNTY  
DOCUMENT ROUTING SLIP & AGENDA REQUEST**

**For Internal Use Only**

PURPOSE OF DOCUMENT: Yellowstone County residents are petitioning to name an un-named road or to change the name of an existing road, as stated in the Petition documents attached.

DATE NEEDED / AGENDA DATE: \_\_\_\_\_ / \_\_\_\_\_

***DEPARTMENTS THAT NEED TO REVIEW DOCUMENT:***

GIS DEPARTMENT: Executed Copy Requested: ☐

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

COUNTY ATTORNEY: Executed Copy Requested: ☐

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

CITY/COUNTY PLANNING DEPARTMENT: Executed Copy Requested: ☐

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

PUBLIC WORKS DEPARTMENT: Executed Copy Requested: ☐

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

LAUREL PLANNING DEPT. OR OTHER TOWN COUNCIL: (optional) Executed Copy Requested: ☐

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_

CLERK AND RECORDER: Executed Copy Requested: ☐

Receipt date: \_\_\_\_\_ Date out: \_\_\_\_\_ Next routed to: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Reviewed by: \_\_\_\_\_